

February 1959

GENERAL IMPLEMENTATION PLAN
FOR A
U. S. JOINT PUBLICATIONS PROCUREMENT SERVICE

A. Mission

The U.S. Joint Publications Procurement Service (JPPS) is to provide the U. S. Government with a centrally controlled facility for the acquisition of foreign publications available in Western Europe. This facility will offer an efficient economic and expeditious means for publications procurement in Western Europe.

B. Organization and Backstopping

The JPPS, in terms of its relationship to the U.S. Government, would function in Paris as an office consisting of a Chief and an Assistant, representing openly such agencies as the Library of Congress, the National Library of Medicine, and the libraries and/or research components of Agriculture, Commerce, HEW, Interior, etc. Such representation, which would permit logical interest in a wide variety of technical, scientific, sociological, economic and political printed materials, would serve to provide, where appropriate, the facility for the acquisition of similar materials for the intelligence community using the JPPS, i.e., CIA, State, NSA, AMS, and any of the other USIB Agencies.

Any and all requirements, whether levied by an "old line" agency or by any one of the USIB Agencies, would pass through the CIA Library for coordination prior to transmission to JPPS. In this manner, the propriety of requests and orders would be analyzed, and the selection of the addressee to be used by the vendor or whether the requester is to be identified with the material ordered

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could be established. The method of delivery, i.e., whether by air or by surface mail, would be determined at this coordinating point in Washington.

Since the Library of Congress, with respect to the proposed use of P.L. 480 funds to provide foreign publications, has been directed to serve as the focus for both U.S. Governmental and private U. S. academic organizations, it would appear feasible to have the Library of Congress as the ostensible sponsor below the initial U. S. Government basis of the JPPS. The Library of Congress can and does, where appropriate, speak for the other two national libraries (Agriculture and National Library of Medicine), and it further aims at building publication resources which embody the substantive needs of most, if not all, separate and distinct research components of the government.

C. Communications

The following covers both the transmission of requirements, orders and correspondence between JPPS and headquarters, as well as the transmittal of publications to headquarters. It is planned that all such communications would utilize commercial channels and international postal or telecommunication system.

1. Headquarters to JPPS

Insofar as the sending of requirements, orders and general correspondence to JPPS is concerned, air-mail letters would be appropriate since the lapse of time involved between Paris and Washington would not exceed three (3) days by this method. Library of Congress telecommunication links with foreign posts would be used as needed.

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2. JPPS to Headquarters

a. Correspondence

Replies to headquarters' queries, orders, status reports, and support requests (e.g., fiscal), would be addressed to: U. S. Joint Publications Procurement Service, c/o Processing Department, Library of Congress, Washington 25, D.C., and sent in the form of air-mail letters. Communications involving specific agencies could be so indicated within the contents of letters by the use of pre-established indicators.

b. Publications

Transmission of books and monographs as well as subscriptions to serial publications would be sent directly from the publishers and/or book-dealers and news agencies to the Library of Congress address indicated above. The inclusion of pre-established indicators in the address or in the text of enclosed transmittal lists would identify the ordering elements. Such publications could be sent via ordinary, i.e., book post, mail unless urgency requires air delivery, which would be construed as air cargo delivery, particularly whenever shipments were of considerable weight or bulk. It is understood that a carbon copy of every bill of sale, voucher, manifest or other commercial record of purchases and transmittals effected by a publisher or bookdealer to a headquarters address would be sent at the time of such purchase and transmittal to the Chief, JPPS by the bookdealer utilized.

D. Fiscal Controls and Contractual Agreements

The Chief, JPPS would be appointed a limited fiscal agent better to control funds at his disposal. Foreign Service Circular 228, August 26, 1957, Subject: Purchases and Disbursements for the Library of Congress, affords the efficient

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device for handling the fiscal matters of the program. In addition to P.L. 480 funds, the procedural utilization of which JPPS is under consideration within the total counterpart-fund problem, the various end-user agencies and departments utilizing the JPPS facility would in all probability desire to control and account for any other funds authorized by them for use in the JPPS. This implies that the charges accruing to each agency for publications purchased and transmitted on their behalf would be paid on the basis of a contractual agreement between a given bookdealer and/or publisher and JPPS, the latter acting as the field representative of a participating agency. Depending upon the volume of publications required, whether of a single or continuing copy nature, and upon the method of transmittal specified, contracts calling for a thirty (30) day accounting and payment could be let with publishers or bookdealers as required. Such thirty day accounts, in terms of the procedures involved, may be illustrated thusly: orders received in JPPS would be directed to appropriate dealers. The latter, upon filling such orders and transmitting the material to Washington, would provide JPPS with a copy or copies of the vouchers or bills included in the shipment, indicating the items forwarded, the price of each, the transmittal charge, and the overall total cost. The receiving point in Washington would examine their contents against enclosed vouchers or transmittal lists and determine the validity of the items sent, the condition of the material upon receipt, the date of arrival, and the cost indicated. Acknowledgment of the receipt and propriety of such shipments would be so indicated to JPPS; with this advice, JPPS would pay the dealer involved. It is believed that such review of shipments received and the ensuing communication of pertinent

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advice to JPPS could be done within a period of thirty (30) days following the transmittal date of publications from a bookdealer to Washington. Payment would be made to the bank accounts or to Washington banks maintaining Paris branches. The JPPS would maintain a record of all costs charged to recipients and of all payments made to dealers under contract, to permit any on-the-spot review of costs involved or bibliographic matters as may be warranted.

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U. S. JOINT PUBLICATIONS PROCUREMENT SERVICE

ORGANIZATIONAL DETAILS

1. SITE:

Paris, France. Service to be located within Embassy proper, or conducted from rented or leased quarters.

2. SPONSORSHIP:

- a) Various U. S. Government agencies.
- b) Directed by Library of Congress under P. L. 480 amendments.

3. STAFF:

One (1) U. S. official as Chief.
One (1) U. S. official as Assistant.
One (1) local secretary
Five (5) local employees.

4. TRAVEL:

Trips to principal cities in Scandinavia, West Germany, Benelux, Switzerland, Spain, Portugal, Austria, Italy, Yugoslavia and Greece. Approximately twenty (20) cities in all. Depending upon resources to be surveyed and implementation of procurement programs, initially such travel would be accomplished within 3-6 months, allowing for interim returns to Paris as required. Thereafter, trips as required by contingencies arising or expansion of procurement activities. In the normal situation, each city would be visited one to three times a year.

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